Subject: Inventory Control

Effective Date: October 1, 2004   Revised from:

Policy: All non-expendable items purchased with WIC funds shall be recorded in the inventory spreadsheet provided to all clinics from the State Agency. All items purchased 100% with WIC funds is the property of the WIC program and must be returned to the SA if the LA contract is terminated or not renewed. LA may not dispose of property purchased with WIC funds without KDHE authorization.

Reference: CFR §246.14

Procedure: Record all non-expendable items purchases in to the spreadsheet to update the clinic's inventory and send it back to the SA via email. Record the information in to the inventory spreadsheet as follows:

1)   **KDHE Property Number**- If there is a green, brown or silver KDHE sticker on the item purchased with WIC funds, record this number. If there is no such sticker then record the serial number. If, in the rare case that there is neither a KDHE sticker nor a serial number, the column should be filled in with the word "none".

2)   **Date Acquired**- Enter the date that the item was purchased in this column. This date can be found on the invoice for purchase that you should have on file at the health department. Estimate the month and year of purchase if no documentation exists.

3)   **Original Cost**- Enter the amount that was paid for the item including taxes, shipping and handling, and any other fees in this column. The cost can also be found on the invoice of purchase.

4)   **Percentage of WIC funds**- Enter the percentage of WIC funds that were used to purchase the item in this column.

5)   **Description**- Enter, as detailed as possible, a description of the item in this column. For example if it is a computer monitor, include the following: the make of the monitor, the model number, the size of the monitor, flat-screen or flat panel monitor.

6)   **Present Value**- If the item is new; enter the present value, which can be the same as the original cost, in this column. If the item is old, make an educated guess as to what someone would pay for it, and enter the amount.

7)   **Condition Code**- On the last tab in the spreadsheet titled "Condition Codes" you will find a list and description of six different conditions.   Select the condition code that best describes the piece of items being entered and record that number in the last column of the spreadsheets. For example: if you have a computer that is

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obsolete-not working then you will place a 5 in the condition code column of the spreadsheet for that computer.

It is important that you record, as accurately as possible, all of your non-expendable items that have been purchased with WIC funds. This will enable a more efficient tracking and monitoring of your inventory.

The following procedure will be used any time old items is being discarded:

1) Submit an electronic spreadsheet, via email, with the item(s) to be discarded, and a request for disposal. Indicate whether the items will be discarded, sold, or donated.

2) Receive approval from the State Agency to dispose of the items as indicated.

3) Send confirmation that items have been discarded as indicated and if sold or donated, indicate how much the items was sold for or if donated, indicate to whom.